

Architectural Design Review Checklist

This section is to be completed by Planning staff.

Planning Application No. _____

Type: _____

Staff Planner _____

Application Fee: _____

Agent _____

Land Use Code: _____

CITY OF CONCORD, NEW HAMPSHIRE
PLANNING DIVISION
ARCHITECTURAL DESIGN REVIEW CHECKLIST

Project Summary

Name of Development: _____

Owner's Name(s): _____

Street Address: _____ Nearest Street: _____

Map\Block\Lot(s): _____ Map\Block\Lot(s): _____ Map\Block\Lot(s): _____

Zoning District(s): _____ Overlay District(s): _____

Municipal Water Supply Available: Yes__ No__ Municipal Sanitary Sewer Available: Yes__ No__

Lot Frontage: _____ Lot Frontage Required: _____

Lot Size _____ Minimum Lot Size Required: _____

Building Setbacks Required: Front _____ Back _____ Side _____

Building Setbacks Proposed: Front _____ Back _____ Side _____

Project Statistics

Project Area: _____ acres *and/or* _____ square feet

Proposed Use: _____ Existing: _____ sf Proposed: _____ sf

Proposed Use: _____ Existing: _____ sf Proposed: _____ sf

Proposed Use: _____ Existing: _____ sf Proposed: _____ sf

This checklist has been prepared with the assumption that the application involves substantial new construction or renovation. Many ADR applications are minor in nature. In these instances many of the items listed within the checklist will be unnecessary. It is highly recommended that the applicant discuss the application requirements with a member of the Planning Department staff before submitting.

Submittal Material

Documents

- _____ An application, either signed by all the current owner(s) of the property, or signed by an individual authorized by the owner(s) to act as their agent. **NOTE:** A letter must be submitted with the application authorizing the individual to act as agent on the owner(s) behalf when the agent signs the application.
- _____ The appropriate application fee.
- _____ If the project is to be phased, a description of project phasing and the proposed start and completion date for each phase.
- _____ Drafts of any right-of-way, utility easements, or easements or deeds for any other public purpose, articles of incorporation for property owners association or condominium declaration, etc. which are associated with the property to be developed.
- _____ Certificate of City Council approval where required for utility extension.
- _____ Copies of any approvals or permits required from state and federal agencies.
- _____ A copy of any variances or special exceptions which have been granted by the Zoning Board of Adjustment.

Drawings

- _____ Six (6) copies of the location plan if not included on the site plan.
- _____ Six (6) copies of each site plan drawing sheet including paving, drainage, and utility plans and detail sheets.
- _____ Nine (9) copies of any off-site improvement plans.
- _____ Two (2) copies of the architectural elevations.
- _____ Reductions (8½ x 11) of the site plan and/or subdivision plat and location plan.

General Information

Drawing Scale

- _____ All drawings shall be shown at 1"=10', 1"=20', 1"=30', 1"=40' or 1"=50' for all drawing sheets except for location plans, cover sheets, architectural elevations or engineering detail sheets. If alternative map scales may be warranted by the size and/or shape of the site, consult with the Planning Department staff prior to preparing the drawings.
- _____ If multiple sheets are necessary to provide design detail at required scales, then a concept drawing sheet or cover sheet shall be included. The concept drawing sheet can be flexible in scale while showing general project information and a graphic conceptual layout. Each detail sheet must be indexed on the concept drawing sheet.
- _____ A location plan shall be provided at a minimum scale of 1"=400'.
- _____ Architectural elevations shall be prepared at a minimum scale of 1/8"=1'.
- _____ Drawing sheets should not exceed 22" x 34".

Title Block *(required on each drawing)*

- _____ Name of the Development.
- _____ Name and address of the owner and that of agent, if any.

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- _____ Drawing Scale
- _____ Name, address, seal (where appropriate), and signature of the preparer of the drawing.
- _____ Sheet identification number (for example - sheet 1 of 20).

Miscellaneous Items *(required on each drawing except detail sheets)*

- _____ North Arrow
- _____ Bar Scale
- _____ Date the plan was prepared and the date of all revisions.

Location Plan

- _____ Show current property lines for the site and abutters as they exist at the time of the Large Scale Development application.
- _____ Nearest street intersection indicated.
- _____ Show the boundaries or otherwise identify the property proposed for development.
- _____ Tax assessor's number (map-block-lot) for abutters and property lot lines of abutters.
- _____ Names and location of existing city streets.
- _____ Names and location of existing adjacent watercourse.
- _____ Identification of nearby community facilities such as schools, churches or parks.
- _____ Zoning district boundaries and zoning district designations for the site and abutting properties.

Existing Condition Plan *(The existing condition plan and the site plan may be combined if the existing condition information remains legible.)*

Site Conditions

- _____ Property lines for the parcel to be developed with bearings and dimensions.
- _____ Full names and addresses of all abutters of the property.
- _____ Title reference for book and page number of the lot from the Merrimack County Registry of Deeds. Title reference shall not be more than 5 days old at the time of filing.
- _____ Zoning district designation and boundaries including Floodway and Floodplain Districts.
- _____ Building set back lines and dimensions.
- _____ The location of existing features such as water courses and bodies, parks, open space, large trees, foliage lines, rock outcrops, railroads, buildings and significant natural and man-made features. Other pertinent features such as, but not limited to, wetlands, cemeteries, and drainage ditches.
- _____ The location of all existing buildings, structures, fences, stonewalls, driveways, parking and any vehicular use areas.
- _____ The location and dimensions of existing driveways, curb cuts, parking lots, loading areas, or any other vehicular use areas.
- _____ The location of all existing and proposed access points (driveways) onto city streets.
- _____ The location, travel way width, and right-of-way of all existing adjacent city streets, as well as mapped future streets.
- _____ The location, dimensions and purpose of any easements or rights-of-way.
- _____ Existing topographic conditions, and all proposed changes in ground elevation at a contour interval of two (2) feet referred to sea level datum of the US Coast and Geodetic Survey.
- _____ Where the land slopes less than two percent, spot elevations shall be shown at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions.

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- _____ Finished floor elevations and minimum finished floor elevations required within the Floodway or Floodplain Zoning District, if applicable.
- _____ Wetland survey if the presence of wetlands is suspected, steep slopes greater than 15% and greater than 25%, useable or net land area calculations.
- _____ The location and size of existing ground signs.
- _____ The type and location of existing outdoor lighting.
- _____ The identification and classification of the extent and type of soils using the USDA Soil Conservation Services system, specifically identifying those soils recognized as wetlands and those important for agriculture.
- _____ Soil test data as required by the NH Water Supply and Pollution Control Division, where municipal sewers are not present. A High Intensity Soil Survey may be required.

Existing Utility Information

- _____ The location, size, and invert elevations of existing sanitary and storm sewers including manholes, catch basins, and culverts.
- _____ The location and size of all existing and water mains including hydrants, gates, valves, and blowoffs.
- _____ The location of wells and subsurface disposal systems if the property is not served by municipal water and sanitary sewers, including those on abutting property.
- _____ The location of all existing non-municipal utilities including electric, telephone, gas, steam and CATV systems, along with Fire Alarm cables, both on-site and within abutting rights-of-way.
- _____ The type and location of existing solid waste disposal facilities.

Proposed Site Plan *(The existing condition plan and the site plan may be combined if the existing condition information remains legible.)*

Site Information

- _____ Property lines of the parcel to be developed including bearings and dimensions.
- _____ Zoning district designation and boundaries including the Floodway and Floodplain Districts.
- _____ Building setback lines and dimensions.
- _____ The location, use and dimensions of all existing and proposed buildings and structures including fences, stone walls, towers, mechanical equipment, etc. Separately identify proposed additions to buildings and structures.
- _____ The location and dimensions of existing and proposed driveways, curb cuts, parking lots, loading areas, or any other vehicular use areas, including the number of parking and loading spaces per bay, and the designation of spaces for compact vehicles and the handicapped.
- _____ The location and dimensions of existing and proposed pedestrian walkways, sidewalks and other paved surfaces, both on-site and within abutting rights-of-way.
- _____ The location, travel way width, and right-of-way of all existing adjacent city streets, as well as mapped future streets.
- _____ Finished floor elevations and minimum finished floor elevations required within the Floodway or Floodplain Zoning District, if applicable.
- _____ The location and size of existing and proposed ground signs.
- _____ Existing topographic conditions, and all proposed changes in ground elevation at a contour interval of two (2) feet referred to sea level datum of the US Coast and Geodetic Survey.

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- _____ Where the land slopes less than two percent, spot elevations shall be shown at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions.
- _____ Wetlands, steep slopes greater than 15% and greater than 25%, and contiguous useable land area calculations.
- _____ The location of existing natural and man-made features including but not limited to vegetation, rock outcrops, parks, open space, railroads and surface water bodies and courses.
- _____ The type and location of existing and proposed outdoor lighting.
- _____ Fire lanes and fire access for fire apparatus.
- _____ Existing and proposed site lighting including pole and luminaire locations, detail of pole and luminaire including wattage. A lighting plan showing light levels in foot-candles may be required.

Utilities

- _____ The location, size, and invert elevations of existing and proposed sanitary and storm sewers including manholes, catch basins, and culverts, both on-site and within abutting rights-of-way.
- _____ The location and size of all existing and proposed water lines including hydrants, gates, valves, and blowoffs, both on-site and within abutting rights-of-way.
- _____ Profiles of sanitary and storm sewers.
- _____ Details for pump or lift stations, manholes, catch basins, fire hydrants, etc. The use of standard city details are required when available unless otherwise approved by the City Engineer.
- _____ The location and size of all existing and proposed private underground and overhead utility improvements including but not limited to gas lines, electric transmission lines, telephone transmission lines, cable television, steam distribution mains, and fire and police alarm transmission lines. The location of all manholes, transformers, poles and other appurtenant facilities or structures shall be shown.
- _____ The type and location of existing and proposed solid waste disposal facilities.
- _____ Profiles, details and construction standards for all municipal utilities.
- _____ 10 year and 25 year storm runoff estimates, including all calculations, shall be submitted providing an analysis of the site projected in its fully developed state.
- _____ In the absence of municipal sanitary sewers, the soil data and test results as submitted to the State of New Hampshire Water Supply and Pollution Control Division for approval of a subsurface waste disposal system.
- _____ In the absence of municipal sanitary sewers, soil data and test results sufficient to submit an application for subdivision approval to the State of New Hampshire Water Supply and Pollution Control Division, including a plan showing the location of test pits, the soil profiles, ground water elevation, and seasonal high water table elevation at each test pit.
- _____ The location of existing and proposed wells and subsurface waste disposal systems if not served by municipal water and sanitary sewers, including those on abutting property.
- _____ In the absence of municipal storm sewers, a plan and information shall be submitted indicating the proposed method of collecting and disposing of storm water runoff resulting from the development of this site. All swales, drainage ditches, culverts, easements, detention and retention ponds shall be shown including such elevations and cross-sections as may be necessary.

Landscaping

- _____ The location, size and type, including common and botanical names, of all new plant materials to be installed.

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- _____ The location, size, and common and botanical name of all existing plant material to be retained or relocated.
- _____ The location, width, and material of all walkways and pathways.
- _____ The location, type, materials, and dimensions of all fences, walls, and outdoor recreational facilities.

Tabulations

- _____ Gross acreage - Lot size in square feet is recommended for projects less than 1 acre.
- _____ Square feet or acres devoted to the various uses.
- _____ Ground coverage of buildings and structures in square feet and percent.
- _____ Ground coverage for parking and loading areas including aisles and internal landscaping in square feet and percent.
- _____ Internal parking lot landscaping in square feet and percent.
- _____ Impervious surface coverage in square feet and percent.
- _____ Useable land area calculations for residential development and net land area calculations for non-residential development.
- _____ Total number of dwelling units, and total numbers of dwelling units by type and number of bedrooms.
- _____ Square feet of floor area by type of use for all non-residential uses.
- _____ Projected number of employees by shift if necessary for calculating required parking.
- _____ Building occupancy or fixed seating if necessary for calculating required parking.
- _____ Calculations of required parking and loading areas, including handicapped and compact spaces.
- _____ Parking and loading areas provided including handicapped and compact spaces.

Note: Tabulations shall be completed for the entire project and for each development phase. When a site falls into more than one zoning district, separate tabulations will be required for each area covered by a different zoning district.

Architectural Elevations

- _____ Architectural elevations of all sides of all new buildings and of those sides or areas which are proposed to be altered showing the following types of information:
- _____ Exterior materials and colors.
- _____ Type and pitch of roofs.
- _____ Size, spacing of windows, doors, and other openings.
- _____ Size, location, colors, and copy of signs to be affixed to, or hanging from, the building.
- _____ Size, height, colors, and copy of proposed ground signs.
- _____ Size, type, and location of towers, chimneys, roof structures, flagpoles, antennas and similar structures.
- _____ The relationship in bulk and height to other existing structures in the vicinity.
- _____ Photographs of all existing facades and adjacent buildings and lots.

Architectural Design Review Checklist

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